An Daras
Multi Academy Trust

Freedom of Information Policy

An Daras Multi Academy Trust

The An Daras Multi Academy Trust (ADMAT) Company

An Exempt Charity Limited by Guarantee

Company Number/08156955

Status:	
Recommended	
Statutory	Yes
Version	v1.0
Adopted v1.0	**May 2015**
Next Review	**Jan 2018**
Advisory Committee	ADMAT Resources and Staffing Committee/Strategic Development Committee SSCA/WHA Local Governing Advisory Body
Linked Documents and Policies	ADMAT Data Protection Policy ADMAT Model Publication Policy

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Introduction

One of the aims of the Freedom of Information Act 2000 (FOIA) is that public authorities, including all maintained and state-funded schools, should be clear and proactive about the information they make public. To do this we must produce a publication scheme, setting out:

- The classes of information which we publish or intend to publish;
- The manner in which the information will be published;
- Whether the information is available free of charge or on payment.

The scheme covers information already published and information which is to be published in the future. Some information which we hold may not be made public, for example personal information. This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

How to request information

If you require a paper version of any of the documents within the scheme, please contact the academy. Contact details are set out below.

Email: mb@andaras.org

Tel: 01566 777503

Contact Address: Data Protection Controller, ADMAT Central Office, St Stephens Community Academy, Roydon Road, Launceston, Cornwall, PL15 8HL

To help us process your request quickly, please clearly mark any correspondence "PUBLICATION SCHEME REQUEST". If the information you're looking for isn't available via the publication scheme, you can still contact the academy to ask if we have it.

Charge for information

We will not usually charge for any information requested. However, if your request means that we have to photocopy or print; pay a postage charge; or is for a priced item such as some printed publications or videos, we will let you know the cost before fulfilling your request. This charge will be no more than the cost incurred by the academy in supplying the information.

Feedback and Complaints

We welcome any comments or suggestions you may have about the scheme. If you want to make any comments about this publication scheme, or if you require further assistance or wish to make a complaint, this should be addressed to:

Data Protection Controller, ADMAT Central Office, St Stephens Community Academy, Roydon Road, Launceston, Cornwall, PL15 8HL

If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint and you feel that a formal complaint needs to be made then this should be addressed to the Information Commissioner's Office. This is the organisation that ensures compliance with

the Freedom of Information Act 2000 and that deals with formal complaints. They can be contacted at:

Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Enquiry / Information Line: 01625 545 700

E Mail: publications@ic-foi.demon.co.uk.

Website: www.informationcommissioner.gov.uk

Date approved by Directors.....

Signed Executive Head Teacher.....

Signed Chair of Directors.....

Date of next review.....